



# Payment & Credit Card Charge Authorization

**2019 Montreal HomeExpo**

February 7-10, 2019

STADE OLYMPIQUE

COMPANY NAME		BOOTH #	CONTACT NAME
STREET		PHONE	EMAIL
CITY	FAX	SHOW SITE CONTACT AND PHONE NUMBER	
PROVINCE/STATE	POSTAL CODE		

**Payment for Services** - GES Canada Ltd. requires payment in full at the time services are ordered. Further, GES Canada Ltd. requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labour and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.  
**Discount Pricing:** To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

**Payment Methods** - GES Canada Ltd. accepts American Express, Mastercard, Visa, cheque and wire transfers. Purchase orders are not considered payment. Exhibitors will be charged a fee for NSF cheques or wire transfers (to cover the bank fees).

**Third Party Billing** - Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Canada Ltd. reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

**Tax Exempt** - If you are tax exempted in Canada you must provide a GST and/or QST Exemption Certificate. Please send the above information to the GES Canada Ltd. office for this show. Taxes vary by location and will be added to your invoice if you do not submit your tax exemption certificate prior to the deadline.

**Adjustments & Cancellations** - It is the responsibility of the exhibitor to advise GES Canada Ltd. on-site representative of any problem with any of their orders. No adjustments will be made to invoices after the close of the show. All orders cancelled by the exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed, and/or GES Canada Ltd. set up costs or expenses. Please refer to the individual forms for cancellation fees.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, cheque or wire transfer, however, we require your credit card charge authorization to be on file with GES Canada Ltd. You agree to late fees of up to 1.5% per month on any balance not paid at the conclusion of the event for any balance left without appropriate credit card on file. For your convenience, we will use this authorization to charge your credit card for any

If you have any questions regarding our payment policy, please contact GES Canada Ltd. or visit our service center during the move-in

I agree in placing this order that I have accepted GES Canada Ltd. payment Policy and Terms & Conditions of Contract



Signature

Date

Name of the owner's card

Payment authorization

Credit card number

Expiry date

Security code

VISA     Mastercard     AMEX

Owner name

Signature

Complete payment

\$

Cheque must be labeled to **GES CANADA Ltd.** Your cheque must be received **2 weeks prior to the first day of move-in.**

COMPANY

# BOOTH

Faites parvenir votre commande par:

Please send your order by:

Télécopieur | Fax 1 (514) 367-5115

Courriel | E-mail montreal@ges.com



# ELECTRONIC FUNDS/WIRE TRANSFER FORM

5675 McLaughlin Road, Mississauga, Ontario, L5R 3K5 Phone: 905-283-0500 Fax: 905-283-0501

**Please complete and return this form to : Jolanta Baloniak, Accounts Receivable  
GES Canada Limited  
Email: ar@ges.com Fax: 905-283-0501**

Your Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Event Name: \_\_\_\_\_

## GES BANK INFORMATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION TO ENSURE YOUR FUNDS REACH OUR BANK

<b>Beneficiary's Name:</b> <b>Bank Name:</b> <b>Address:</b>	<b>GES Canada Limited</b> Bank of Montreal 350 - 7th Avenue SW Calgary, AB T2P 3N9
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IF YOU ARE SENDING CANADIAN DOLLARS (\$CDN) 	<b>EFT/Direct Deposit</b>	IF YOU ARE SENDING AMERICAN DOLLARS (\$US) 
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Institution code #: 001 Transit #: 00109 Account #: 1967-990	Institution code #: 001 Transit #: 00109 Account #: 4773-410
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**Wire Transfers**

Account #: 1967-990 Beneficiary's Bank: //CC000100109 Swift Code: BOFMCAM2	Account #: 4773-410 Beneficiary's Bank: //CC000100109 Intermediary bank: Wells Fargo Bank (FKA Wachovia) Swift Code: PNBPUS3NNYC Routing / BIC / NCC / BSC or ABA Number: 026005092
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Invoice Amount: _____	Date of Transfer: _____
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**\*Minimum Bank Charge:** \$20.00 (North American) \$40.00 (International)

Total: \_\_\_\_\_

Additional charges will be incurred for late payments, and services may be delayed.

\*Minimum Bank Charges as shown above, reflect GES's bank charges only.  
Any additional wire transfer and EFT fees are the exhibitor's responsibility.